



SM&W Permissible Expenditures

<u>EVENT</u>	<u>ITEM DESCRIPTION</u>	<u>DOLLAR LIMIT</u>
Change of Commands :		
Wing - Service Branch Equivalent	Light Refreshments	\$500.00
Group - Service Branch Equivalent	Light Refreshments	\$400.00
Large Squadron - 101 people or more	Light Refreshments	\$200.00
Small Squadron - 100 people less	Light Refreshments	\$150.00
Retirement Ceremony	Light Refreshments	\$50.00
Death of Mil/Civ member/spouse/child	Flowers or Wreath	\$100.00
Hosting Welcome/Fruit Basket	Light Refreshments	\$20.00
**Wing Annual Awards Winners	FSS Gift Cards	\$50.00
** A listing of award nominees must be submitted at the time request actual names must be provided after ceremony		

AFMAN 34-201 Chapter 12.1 (Light Refreshments)

Authorized items for purchase of light refreshments
include but not limited to:

Cake	Veggie Trays	Chips , nuts, Snacks
Danishes	Cheese Trays	Paper Products ; forks, knives, cups, plates
Cookies	Fruit Trays	Napkins
Beverages (non-alcoholic)	Deviled Eggs	**Commissary Surcharge

**Unauthorized items for purchase of light refreshments
include but not limited to:**

Heavy Hor d'oeuvres

Meat: Hamburgers, Hot Dogs, Beef.

Chicken and etc

Buns: Hamburgers , Hotdogs

Pizza/ Pizza cut - up into bite size pieces

Table Cloths

Buffets / Banquets

**Off-base tax

Unauthorized for Retirements and Change of Commands

Mementos

Flowers

Banners

Reminders

Please Remember:

All SM&W request/s must be sent 10 business days prior to the event.

All SM&W Fund request must be completed with all signatures in advance of the event. All original proof of purchase (receipts) must be turned in the 92 FSS/FSR Office within 3 business days after the event for reimbursement.

If you have questions regarding the items you plan to purchase, please feel free to contact Force Support Squadron for further guidance at 247-2548
